
PREPARING FOR NACO TRAINING

Checklist of Responsibilities for NACO CONTACT, NACO COORDINATOR, TRAINER, REVIEWER, LC LIAISON, and FUNNEL COORDINATOR

(Revised November 2005)

TRAINERS are encouraged to discuss this list with NACO CONTACTS while preparing for training. This checklist is designed to help the TRAINER, the new library's NACO CONTACT, and NACO COORDINATOR prepare for a smooth, successful NACO training session. **Many of the items on this list are time-sensitive**, involving arrangements by LC Coop staff, other units in the Library of Congress, and other agencies. Advance planning is rewarded when all arrangements fall into place with a minimum of worry or inconvenience.

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1. Key roles in NACO:

NACO CONTACT: This person at the new library receiving its NACO training is usually a leader in the cataloging unit, and plays the key role during the preparation, training, and review phases of the NACO partnership. When an institution becomes independent of external review, the NACO CONTACT usually is the one maintaining internal review of records and forwarding queries, duplicate record reports, and bibliographic file maintenance reports to the proper person. If the NACO CONTACT is unable to carry out the functions of this position, it's important to have a NACO BACKUP who can take over these duties.

NACO COORDINATOR: When a library asks for NACO training, someone on the LC Coop Cataloging team will be assigned to make the arrangements on the LC side for NACO training sessions.

TRAINER: This person is the cataloger who delivers NACO training to the new institution, and usually reviews records during the review period. If the training site is at or near the Library of Congress, the trainer will usually be from LC, and may serve the dual role of LC LIAISON/TRAINER. Funnel coordinators of NACO projects often serve as trainers. For distant training sites, the trainer may be a designated "Regional Trainer" from another NACO institution.

REVIEWER: An experienced NACO cataloger who reviews the records of a new NACO library if the TRAINER is unable to assume the assignment. When several libraries attend training together, it is likely that the review assignments will be shared by the TRAINER and one or more REVIEWERS.

LC LIAISON: The LC LIAISON is a Library of Congress staff member, often a Coop Cataloging Team member. The LC LIAISON handles duplicate record and bib file maintenance reports in the LC database for a new library if the TRAINER is not an LC cataloger.

FUNNEL COORDINATOR: A funnel coordinator is a specialized type of NACO CONTACT, performing the same duties as NACO CONTACT with a few additional functions. The FUNNEL COORDINATOR generally recruits new members for the funnel project, leads them through the training preparations, may act as TRAINER and REVIEWER, and has ongoing responsibility for communications with all funnel members. Any funnel members not reaching independence status for NACO skills remain under the review of the FUNNEL COORDINATOR.

2. Names, titles, mailing addresses, phone, fax, email, etc.: As early as possible, TRAINER, NACO CONTACT, and LC LIAISON exchange this information.

3. Dates for training: All arrangements revolve around the dates the TRAINER and the NACO CONTACT establish. TRAINER notifies the NACO COORDINATOR. Training dates: _____

4. Time of training sessions: The TRAINER and NACO CONTACT establish times to begin and end the training sessions, especially for the first day. Times for breaks and lunches must be in place, but can be noted as movable within a 15 minute range, as negotiated with the class on the first day. NACO CONTACT informs participants so that they can arrange their schedules.

5. Location: The NACO CONTACT (or person making arrangements at training site) is responsible for arranging and discussing with the TRAINER:

A. a suitable **classroom** for the daily morning sessions where every participant can sit at a table and spread out bulky training materials and manuals.

B. **equipment** for training, such as white board, flip chart, overhead projector, PowerPoint, etc. as requested by the TRAINER. Access to online cataloging documentation through Cataloger's Desktop is desired if

print documentation is not available. A TRAINER may ask to have the classroom available for instruction in the afternoon as well. In the weeks prior to training, the NACO TRAINER and NACO CONTACT should discuss versions of software to be used, availability of CD-ROM and/or floppy disk drives in the TRAINER's terminal, advance testing of the PowerPoint presentations, etc.

C. a group of **terminals** for the afternoon sessions equipped with the utility by which the library will contribute its headings. Two participants may share one terminal. It must be possible to make printouts of each day's work at a nearby printer.

D. Availability of **technical support** for the classroom, particularly on the first day of class for troubleshooting any software, hardware difficulties.

6. Number of participants: For the most effective NACO training experience, a class should have no more than 15 trainees to allow the TRAINER and trainees opportunities to interact. The NACO CONTACT will need an exact number prior to the training session to know how many NACO training manuals to prepare from the online pdf documents. The NACO CONTACT should notify the TRAINER and the NACO COORDINATOR at LC of the number of participants in the training for the PCC training records.

Number of participants: _____

7. Training manuals: The NACO CONTACT informs participants which materials they must bring, and consults with the TRAINER and the NACO COORDINATOR on the other materials for training.

Training manuals are delivered using a web site address or URL with electronic files which can be downloaded, copied, punched, and filed in binders at the institution before training. The NACO COORDINATOR sends this URL to the NACO CONTACT. It is advisable to test the use of electronic files and to prepare photocopies well in advance of training so that training materials are available when the TRAINER arrives. Most of the materials are in the form of .PDF files that require the Adobe Acrobat Reader. The free Reader may be downloaded from the free Adobe web site:

<http://www.adobe.com/products/acrobat/readstep.html>

NACO Trainee binder

Each trainee should have a training binder. Some materials are utility-specific. Which utility will the new library use for contributions? _____

In rare cases, LC may ship paper copies of some training materials, usually to be used as master sets for local photocopying. It is advisable to discuss this with the NACO COORDINATOR when planning begins to allow enough time for shipping and processing before training if this is required.

8. The *Cataloger's Desktop* alternative to print copies: *Cataloger's Desktop* includes most of the standard cataloging documentation, with the exception of NACO training manuals. If the trainees have access to *Cataloger's Desktop* or a suitable online version at terminals in the training room, the NACO CONTACT and TRAINER may decide together to choose this method rather than printing documents for the class. Institutions subscribing to *Cataloger's Desktop* may have additional ports available in the classroom for the duration of training. The NACO TRAINER should contact LC CDS to arrange for this.

9. AACR and Library of Congress Rule Interpretations, Chapters 22-26

AACR2 current edition

Each participant reviews these before training and brings a copy for Chapters 22-26, or uses the online version in *Cataloger's Desktop*. Will the trainees use hard copy or online versions? _____

LCRIs Chapters 22-26

Each participant reviews these chapters before training. During training, each participant needs access to the current official *LCRIs* issued by the LC either online via *Cataloger's Desktop* or in hard copy. These chapters may be printed from the PDF document on the trainee materials website. *LCRIs* are one of the free NACO subscription items (see 12. Free Subscriptions below.) Will trainees use hard copy or online versions?

10. MARC 21 Authority Format documents

The structure of NACO authority records is governed by three documents, all related, and all necessary for NACO work.

Part 1. *MARC 21 Authority Format, "White pages"*

These pages give all the possible fields and subfield codes for authority records in any MARC database. They are one of the free NACO subscription items (See 12. Free Subscriptions below)

Part 2. *LC Guidelines Supplement to the MARC 21 AF, "Blue pages"*

The *LC Guidelines* tell which of the *MARC 21 Authority Format* fields are not used in NACO. They are available on the web page for training materials. The NACO CONTACT interfiles these pages before the training sessions begin. Blue pages follow the appropriate white and precede the appropriate yellow pages for each section or MARC field.

Part 3. *DCM Z1: Name and Series Authority Records, "Yellow pages"*

These pages are based on a section of LC's *Descriptive Cataloging Manual*, and tell the cataloger about content in the NACO record. The full set is available on the web page for training documentation. The NACO CONTACT interfiles these pages with appropriate white and blue pages before the training sessions begin. Yellow pages follow the appropriate white and blue pages for each section or MARC field.

There are three options for using MARC authority documentation:

Option 1. Use the online version in Cataloger's Desktop. Each of the three NACO authority documents is on Cataloger's Desktop, with links to the other two so the user can click back and forth among the parts.

Option 2. Use a complete set of MARC authority documents if available in the library. Two trainees may share a binder with complete sets of white, blue and yellow pages, interfiled before class.

Option 3. Use a smaller abridged set of MARC authority documents prepared especially for NACO training, *MARC 21 AF NACO Training Set*. The set prints out as one document with white, blue, and yellow pages

interfiled appropriately. The blue and yellow pages are identified at the top with labels "Blue" and "Yellow". Two trainees could share a binder. (Nov. 2005 Note: These files need revision, and should be used with caution.)

Which option will the library use? _____

11. ALA-LC Romanization Tables

Libraries contributing name authority headings in non-Roman scripts must use these transliteration schemes. These are not necessary for the initial NACO workshop; however, participants must have a copy available before contribution in non-Roman languages can commence.

Review for non-Roman languages requires the library to provide surrogates of vital pages from the item along with a copy of the name authority record to the reviewer, usually by fax.

Does the library intend to contribute non-Roman records? _____

12. Free NACO subscriptions: For non-profit NACO institutions, the NACO COORDINATOR arranges for LC's CDS (Cataloging Distribution Service) to send ongoing subscriptions to the *MARC 21 Authority Format* (white pages), and the *Library of Congress Rule Interpretations*, with updates. CDS includes a packing slip listing the values of all items it ships, whether free or requiring payment. An account number beginning with #770263- indicates that the materials are being shipped as a free NACO subscription item.

The NACO CONTACT receives updates by subscription for the latter two as they become available, and interfiles text and updates **before training, if possible**. These may or may not arrive before your training session, depending on the stock on hand in CDS, distance involved, and other factors. While calculating how many copies of these items you will need for training, bear in mind that these free copies may arrive after your training session.

One free NACO subscription is provided to the FUNNEL COORDINATOR of each NACO project. Funnel project members receive copies of materials from the FUNNEL COORDINATOR.

Responsibility for distributing NACO notices and documentation updates

continues even after NACO training. The NACO CONTACT distributes copies as needed to all other participating NACO contributors in the institution. The FUNNEL COORDINATOR distributes copies as needed to all other funnel members

The Coop Team uses the PCCList to notify participants of update files available on the trainee materials web page, particularly for blue and yellow pages of the MARC authority documents.

The *NACO Participants' Manual* previously was included in print form as a free subscription item, but it has been replaced by the online form available at no cost on the NACO home page. It is a helpful reference tool, and is not designed as a training manual.

13. Participants' background: A few weeks before training, the NACO CONTACT gives the TRAINER some background on the participants, their level of experience, and the particular languages, formats, or special collections in which they work. If the new library already creates authority records for its own files, NACO CONTACT provides samples for the TRAINER.

14. Collecting examples: Several weeks prior to training, the NACO CONTACT asks participants to collect personal, corporate, and geographic names and uniform titles they wish to create during practicum sessions. Make photocopies of title page, colophon, and any other sources for the names if the books or items themselves will not be used for hands-on training. Please provide at least 40 records per cataloger, including personal names, corporate names, geographic names, uniform titles, and any authority records already established which you feel need to be changed. Any other questions related to authorities and the authority file are fair game, also.

15. Library's MARC code(s) (formerly NUC symbol): No later than a month before training, the Network Development Office at LC needs to know the code(s) of new NACO contributors. Sources for MARC organization codes include:

- A. *USMARC Code List for Organizations*, 1996
- B. *Symbols of American Libraries*
- C. *OCLC Participating Institutions*
- D. *MARC Code List for Organizations*, with a form for requesting a code, at:
<http://www.loc.gov/marc/organizations/>

If a smaller unit within an institution wishes to contribute records using a separate code in the 040, or if a smaller unit within an institution wishes to contribute to a NACO funnel project rather than to participate in NACO through its parent institution, each smaller unit needs its own MARC code, connected with its own name. The application should list not only the institution's name, but also the name of the smaller unit requesting a code.

These examples illustrate codes, larger and smaller institution names:

CtY	Yale University-- <i>the larger institution</i>
CtY-BR	Yale University, Beinecke Rare Book Library-- <i>contributes using a separate code, but is not part of a funnel project</i>
CtY-J	Yale University, Judaica Collection-- <i>contributes via the Hebraica NACO funnel project</i>

If the library being trained has a MARC code, the TRAINER asks the NACO CONTACT at the new library for the codes of all libraries involved in the training and forwards the codes to the NACO COORDINATOR. If separate libraries within an institution have different codes and names, notify the NACO COORDINATOR of all the codes and names involved. The NACO COORDINATOR informs the NetDev Office. Library's MARC code and complete name: _____

A library must have its MARC code(s) before requesting a NACO authorization from a utility.

16. NACO authorization from the utility: A library must be approved for PCC membership and must have its MARC organization code(s) before this step.

No later than a month before training, the NACO CONTACT submits a request or form directly to its utility, not through a local network, for a NACO authorization. The NACO COORDINATOR will have notified the utility that you will be doing so. Use the online form, fax, or email as appropriate to send your request to the utility and to check on it to confirm that it will be ready when you need it. You should have confirmation of your authorization in hand one week prior to training. Authorization number: _____; Password: _____

If a smaller unit within an institution wishes to contribute records using a separate

MARC code in the 040, or if a smaller unit within an institution wishes to contribute to a NACO funnel project rather than to participate in NACO through its parent institution, each smaller unit needs a NACO authorization for its own MARC code, connected with its own name. The application should list not only the institution's name, but also the name of the smaller unit requesting a NACO authorization.

RLG NACO authorization requests should be sent to:

RLIN: Diana Hall, 800-537-7546 (option 1), email: bl.ric@rlg.org

OCLC NACO authorization request form is found at:

<https://www3.oclc.org/app/sysacc/header.pl>

CAUTION: Complete and submit the form online directly. Do not send authorization requests to the OCLC networks. Your action is to "Add New Authorization." Under Cataloging Service Options, Cataloging Service Mode should be set to "NAR—NACO (Regular)". OCLC: Luanne Goodson, (800) 848-5878, ext. 5274, fax (614) 718-7617, email: goodsonl@oclc.org

The Connexion client is the recommended interface for authority work in OCLC, but the Connexion browser may serve also. Remember that the library's MARC 21 organization code will be used in name authority 040 fields, but that the OCLC symbols will be used to facilitate review of records by catalogers in other libraries.

17. Utility input and update skills: The NACO CONTACT at the new library is responsible for seeing that the participants have the necessary skills needed for the afternoon practicum sessions at the utility terminals. Each participant must know how to sign on, search, input and update records before the week of NACO training. The TRAINER will not provide this training. The NACO CONTACT contacts the utility (or another nearby library) for assistance in learning these skills. The NACO COORDINATOR can request that RLG provide this training onsite with sufficient lead time.

18. Travel arrangements: The TRAINER is responsible for making all travel

arrangements, with advice from the NACO CONTACT regarding local transportation and accommodations. LC staff in the role of TRAINER must make arrangements through the appropriate LC offices.

19. Travel expenses: The institution receiving NACO training is responsible for the expenses of the TRAINER, whether that trainer is from the Library of Congress or from another library. The TRAINER provides copies of all receipts to the appropriate office. The NACO CONTACT and TRAINER contact their respective financial offices to arrange reimbursement of expenses.

If the TRAINER is an LC staff person, or if the PCC funds any of the travel expenses, the NACO CONTACT should give the NACO COORDINATOR the name of the financial officer who will approve a contract for travel expenses. A signed contract must be submitted to the Coop Team before any LC staff person may incur travel expenses.

For information on NACO training expenses, please contact the NACO COORDINATOR or LC Coop Team Leader.

20. Shipping materials to LC:

All deliveries to the Library of Congress are processed for safety at a center that processes mail for all federal agencies on Capitol Hill. The processing lengthens delivery time and can discolor paper and cause ink on one printed sheet to adhere it to the underside of the previous sheet. Deliveries by services such as FedEx, UPS, and DHL are quicker than by the US Postal Service.

NACO training infrequently involves shipping borrowed materials to LC. If any materials need to be returned, the NACO CONTACT is responsible for returning all materials that belong to the Coop Team back to LC via overnight delivery.

Flats (letters, envelopes, cards) sent via the US Postal Service to the Coop Team should be addressed:

Cooperative Cataloging Team
Library of Congress
LS/RCCD/Coop Team

101 Independence Ave. SE
LM 537
Washington, DC 20540-4382 (The 4382 brings it to our team)

All special mode mail (FedEx, UPS, etc.) Should be addressed:

Cooperative Cataloging Team
Library of Congress
LS/RCCD/Coop Team
OSS 20540-4382 (The 4382 brings it to our team)
9410 East Hampton Drive
Capitol Heights, MD 20475

Personal mail delivered to Library Staff is not permitted.

21. Course evaluations: The preferred way to send evaluations is for each trainee to complete and submit the evaluation form online on the final day of class. That requires no mailing procedures and no delivery delays due to security screening.

The less preferred way is for the NACO CONTACT to download the evaluation form from the web site and to prepare copies for all the trainees. The NACO CONTACT or the TRAINER may give them out to the group during the final session of the training. The NACO CONTACT collects them and forwards them to LC in an appropriate manner. USPS shipping delays delivery by 4-6 weeks minimum.

22. PCCList subscriptions: All NACO CONTACTS should be subscribed to the online PCCList by the NACO COORDINATOR. Following NACO training, the TRAINER or NACO CONTACT may forward email addresses and names of administrators or NACO contributors to the NACO COORDINATOR to ask that they be subscribed as well.